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## Verification of Authorization to Work

The Immigration Reform and Control Act requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986.

Effective January 1, 1994, only those individuals verified to be U.S. citizens or persons legally authorized to work in the United States may receive employment and training services from any:

- State or local government agency;
- Community action agency; or
- Private entity contracting with a state or local government agency within California to perform such services.

(Secondary schools and adult education programs excluded.)

To comply with this legislation, the EDD will ask to see documentary proof of authorization to work of every individual seeking in-person employment related services from the department prior to providing services.

## Appeal Rights

Individuals may appeal denial of services due to lack of documentary proof of authorization to work. Contact the nearest EDD office regarding departmental appeal procedures.



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

[www.edd.ca.gov](http://www.edd.ca.gov)

EDD is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request  
to individuals with disabilities.

State and federal laws prohibit discrimination against job seekers on the basis of ancestry, race, or national origin.



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## Attention All Job Seekers

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**California state law requires  
that all job seekers show proof  
of authorization to work prior to  
receiving employment  
services from the Employment  
Development Department (EDD)**

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**It's easy — look inside for a  
complete list of all acceptable  
documents to use for verification**

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## Here's What You Need to Provide

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**A document from LIST A is sufficient by itself to establish identity *and* authorization to work. If a document from LIST B is used, it *must* be accompanied by a document from LIST C.**

### LIST A

#### Documents That Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
3. An unexpired foreign passport with a temporary *I-551* stamp
4. An unexpired Employment Authorization Document that contains a photograph (*Form I-766, I-688, I-688A, I-688B*)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, *Form I-94*, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

### LIST B

#### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government entity

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

### LIST C

#### Documents That Establish Employment Eligibility

1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)